DTS Permission Levels, Organizations Routing Lists and Groups White paper

Version 1.0

TABLE OF CONTENTS

List of Figures

1. Overview

a.   Introduction

The Defense Travel System (DTS) provides an electronic, paperless capability for a member of the Department of Defense (DoD) to obtain travel services and to receive prompt reimbursement for official business travel and other related activities. DTS provides a means that allows a traveler to electronically plan a trip, request reservations, and account for travel expenses on a claim for reimbursement. The Authorizing Official (AO) can easily approve travel requests and travel claims.

To access and use the system, the individual must be recognized as a valid user of DTS and have the appropriate Permission Level for their respective role in the process - Traveler, Routing Official, AO, and DTA. The administrative setup structure within DTS gives the travelers capabilities in terms of what they can do (permission level), where they belong (organization), who will approve their travel documents (routing list), and who can access their documents at anytime for the performance of administrative functions (groups).

The organization structure (org structure) in DTS is established to assign individuals for the control of electronic document routing, accounting, and reporting purposes. A "main" organization for the site / base / unit is given a DTS org name based on a standardized Service / Agency naming sequence. A hierarchy of sub-organizations is established in DTS that mirrors the "main" organization chart, down to certain levels depending on reporting, line of accounting, budget control, travel approval, and use of Centrally Billed Accounts (CBA). Each sub-organization has personnel assigned and has a routing list to control the electronic workflow for document review and approval. Organizations and routing lists have a direct relationship to each other and must work together to allow review, approval, accounting, payment, and reporting actions to occur.

A group is a list of members (i.e. travelers) to which selected users (unit travel clerks, help desk personnel, AOs) with a "need to know" are granted "group access." This allows "anytime" access to documents to assist travelers and AOs in preparing, approving, or correcting documents. The group feature is only used to limit access to each individual's personal information and travel documents consistent with the Privacy Act. Groups have no direct effect or relationship to routing, reporting, budgets, or any other feature of DTS.

Organizations and routing lists both can have a casual relationship to groups. This requires the DTA to manually synchronize groups so that they have a relationship to routing list officials. Maintenance of this manual relationship can require extensive effort, based on the number of groups established as part of an organization's setup structure.

The following sections explain each of the key concepts – permission level, organizations and sub-organizations, and routing lists in detail. An explanation of groups is also included.

b.   Purpose

This document provides a basic primer explaining the key philosophical and practical considerations for using DTS. DTAs and Fielders are the primary audience, although anyone involved in management or any aspect of setup should be interested in the

contents. The contents of this document serve as the institutional knowledge base for the scope of topics included and serve as the primary source for explanations of these topics. The DTA Guide, especially Appendix S, uses this document as a primary source.

c.   Scope

The contents are limited to a detailed explanation of the four key concepts necessary to understand DTS; permissions and roles, organizations, routing lists, and groups. This is a "think piece" and does not explain the mechanical functioning of DTS.

2. Permission Levels

a.   Definition

For management control of DTS, each user requires assignment of a role or roles within the system. Each role has a permission level or levels that control access to specific software modules, features and functions. Likewise, each role controls the user's ability to view and edit data in documents, and make changes to those system settings controlled at the local level. Permission levels protect the accuracy and integrity of travel data by defining the users who can perform certain DTS tasks.

b.   Access to Documents

Permission Level 0 allows each traveler to create and gain access to the traveler's own documents at anytime in the process. Other DTS users are given access to travel documents based on the routing lists and group structure, both of which are covered in follow-on sections of this paper.

c.   Roles

Each user in DTS must be assigned at least a single role in the User Table by the DTA. Individuals may be assigned a number of permission levels / roles based on their responsibilities, i.e., a Finance DTA (0, 5, 6) may also be an AO (0-2). Typically, all users are assigned at least a Permission Level 0 to allow access to Document Preparation, the basic module.

The roles and associated permission levels/access from the DTS Finance Guide are:

Role	Permission Level	Module Access
• Traveler/Designated Government Entity	0	Doc Prep
• Resource Advisor	0, 1	Doc Prep Doc Prep Admin (view only) Budget (view only)
• AO/ Routing Official	0, 1, 2	Doc Prep Doc Prep Admin (view only) Budget (view only) Route and Review
• ODTA	0, 1, 2, 5	Doc Prep

	Installation/Organization			Doc Prep Admin (view only) Budget (view only) Elec Process Elec Process Admin
•	Budget	DTA	0, 1, 3	Doc Prep Doc Prep Admin (view only) Budget (full access)
•	Trans	DTA	0, 4	Doc Prep MIS Reports
•	Finance	DTA	0, 5, 6	Doc Prep Doc Prep Admin
•	Lead	DTA	0 – 6	All Modules
•	Service	DTA	0 – 7	All Modules
•	DTA	TRW	0 – 8	All Modules
•	DTA	PMO	0 – 9	All Modules

In addition to controlling access to modules, the permission level defines which of the approximately 200+ discrete "permissions" are activated for the particular role. Several examples are extracted below from the complete list, which is found in Appendix "D" in the DTA Manual.

DELETE AUTHORIZATION BEFORE SIGN	0
EDIT DEFAULT DOCUMENT STAMP	2
EDIT ACCOUNTING CODE TABLE	6
EDIT ACCOUNT INFORMATION	6

d.   DTS Module Access

A prime function of Permission Levels is to control access to the major modules of DTS. The permission levels, modules, and functions/features relationships are generally as follows:

DOC PREP   Permission Level 0
Initiate, Pre-Audit, Sign, and Stamp
documents

Authorizations	Vouchers from Authorizations
Local Vouchers	Pre-Audit Documents
Amendments	Adjustments
Standard Reports	

BUDGET and DOC PREP ADMIN MODULE   Permission Level 1

View Only access

<u>ROUTE and REVIEW</u>   Permission Level 2
Review, Pre-Audit, Stamp, and Approve/Certify Documents

<u>BUDGET MODULE</u>   Permission Level 3 (access to all features)
View (with Perm Level 1), Add, Update, Edit, Reports, and Manage Budget
Information. Also, edit traveler EFT data

<u>MIS / CBA</u>   Permission Level 4
Access special modules

<u>DOC PREP ADMIN</u>   Permission Level 5 or 6 (access to all features)

Traveler Info (less EFT)   Users

Groups   Lines of Accounting
Organizations   Reports

<u>EP ADMINISTRATION</u>   Permission Level 5
Routing Lists   Conditional Routing

<u>ELECTRONIC PROCESSING</u>   Permission Level 5
Special Reports

Note: Permission Level 6 affords no special module access, but rather defines the Finance DTA role by providing access to the features to override budgets, control accounting/LOAs and edit routing tests. Permission level 7 also affords no special module access, but does define the Service/Agency DTA and grants (signature/approval override).

e.   Roles and Functions

Each role in DTS is defined as follows:

i. Permission Level 0

<u>Traveler:</u> Anyone who travels on official business for the DoD and has an entry in the Traveler Information Profile Table. Allowed access to the Document Preparation Module only. Can view and update their personal profile, create Authorizations, Vouchers from Authorizations or Local Vouchers. Uses the "SIGNED" stamp to initiate routing of documents. Allowed access only to their personal documents. If deemed necessary, a unit clerk also must be granted group access to view/create/update/fix the documents of a particular group of people (in Doc Prep only).

<u>Designated Government Entity (DGE):</u> Officially a DGE is anyone assigned in writing to sign a voucher on someone else's behalf. Uses the "T-ENTERED" stamp to initiate vouchers and local vouchers in accordance with local procedures. Often the term DGE is used inter-changeably with unit clerk or unit travel clerk. When initiating authorizations,

the unit clerk / DGE uses the "SIGNED" stamp, because the signed authorization is simply an administrative document to be submitted by anyone with group access to the traveler's records.

Note for DTS-Limited: The DGE does not use the "T-ENTERED" stamp for vouchers. Rather, the DGE is given an approval override privilege and uses the "SIGNED" stamp for both vouchers (travel and local), and authorizations.

ii. Permission level 1

Typically not a role. Allows selected officials to "view only" the Document Preparation Module and the Budget Module.

iii. Permission Level 2

Provides the ability to apply a number of stamps and associated actions to travel documents for the following roles:

Routing Official: Any individual assigned to stamp documents in a routing list. Includes Transportation Officers, budget clerks, resource advisors, and others responsible for processing travel documents prior to approval and certification of funds. Typically uses the Route and Review Module for efficient handling of large numbers of documents. Typically uses the "REVIEWED" stamp.

Authorizing Official (AO): Anyone given authority to authorize / approve travel. Authorizing Officials using DTS have a broad authority to determine when TDY/TAD is necessary to accomplish a unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements and authorize travel expenses incurred in connection with that travel. AOs play a key role in the processing of automated travel documents. Typically uses the Route and Review Module. Typically uses the "REVIEWED" stamp (or "AUTHORIZED" in the Army) when the AO function is separate from the CO function below. When combined, the AO/CO uses the "APPROVED" stamp when CO qualified.

Certifying Official (CO): Anyone given authority to officially certify the availability, obligation, and disbursement of funds for authorized travel. COs must have separate training and be appointed in writing to perform the function. Uses the Budget Module (Perm Level 1) to locally track travel targets; and uses the Route and Review Module to apply the "APPROVED" stamp to officially obligate and disburse funds.

iv. Permission Level 3

Typically assigned to budget / resource personnel to control budget targets for travel. Further detailed in Chapters 8 and 11 in the Defense Travel Administration Manual.

Note: Must have Perm Level 1 to access the Budget Module.

v. Permission Level 4

Provides specialized access to the MIS Reports Module and Central Billed Account (CBA) Module. Finance personnel use MIS reports to generate standard reports; while transportation clerks use the CBA Module to reconcile bills for airline tickets.

Note: In addition to Permission Level 4, a user must also be granted specific administrative access internal to the MIS and CBA Modules by an authorized administrator.

vi. Permission Level 5

Organizational Defense Travel Administration (DTA) are individuals that are responsible for the management of DTS. The term is used to describe the "committee" of functions that are necessary for a properly functioning travel system at the local level: finance / resource management, budget, transportation, travel, personnel, communications, security, etc. The term DTA is used to describe the role (permission level) of a manager, such as a Lead DTA typically assigned at the base / installation / major unit level; while other organizational DTAs are assigned at subordinate level organizations.

vii. Permission Level 6

Lead DTA, and also assigned to Finance DTA. Typically one DTA, the Lead DTA for a site, has overall responsibility for coordinating the DTS process for the installation with others in various staff sections, and others at subordinate organizations. DTAs should be people who have knowledge of systems in their respective staff sections and organizations. The Finance DTA controls the adding and maintaining the Lines of Accounting (LOAs).

viii. Duties of the DTA

In general, the duties of DTAs are to ensure timely and effective implementation and operation of DTA at their sites or organizations. These duties include:

- Initial implementation planning to ensure that system requirements, such as the organization structure, sub-organizations, lines of accounting, routing lists, conditional routing lists, AOs, and travelers are identified prior to deployment. Appendix S in the DTA Training Guide and deployment information posted on the TRW defensetravel.com website are good references.

- Coordinating the initial setup correctly for their sites or organizations at deployment.

- Accomplishing post deployment maintenance to include timely updates to travelers/routing officials/AOs when changes occur due to PCS or transfers within the main organization.

- Maintenance of correct LOAs by fiscal year, and depict budgets correctly by quarters.

- Monitoring operations to ensure that the system functions, sustainment training is accomplished, and DTS at the site is managed appropriately.

1. DTA Committee:

Most managers involved in the current travel process remain involved in DTS and probably have DTA functions.

- Resource Managers are typically responsible for travel document processing, LOA / budgets, training of DTS and Certifying Officer Legislation, and operating the local help desk.

- Transportation remains the focal point for travel contractor issues, group travel and CBAs.

- Communications / Information Technology (IT) remain responsible for LAN functionality.

- Security considerations concerning firewalls and PKI are also involved.

- Personnel actions are necessary to maintain the profiles.

The DTA can serve as a systems administrator, a resource manager, or an administrator responsible for loading, updating and maintaining all the tables in DTS including: personnel tables, organizational tables, group tables, permission tables, routing tables, lines of accounting, budgets, production of reports and acting as a help desk for Users and AOs. Direct responsibilities of the Lead DTA for a site, which are also shared as appropriate with subordinate organization DTAs, typically include:

- Operation of the installation help desk
- Processing 824 Rejects from DADS
- Management of travel documents and reports
- Reconciliation of CBAs
- Maintenance of:
    - Training, to include updating training materials and software changes
    - Lines of accounting / budgets
    - User profiles
    - Organizations, routing lists, and groups

2. DTA Access Settings:

Each DTA is assigned a set of controls that enable access to the modules, features and travelers' records needed to accomplish their duties. Three items determine the ability of the DTAs to do their work:

- Permission Level – See previous table.
- Organization-access – based on the assigned org name, the DTA has access to all subordinate organizations' setup, routing lists, budgets, personnel (for user table actions), and groups for data maintenance functions.
- Group access - determines "anytime" access to a specific list of traveler documents and traveler profile information (personal and duty station info, assigned org) for the specific, single group list of travelers identified. Each DTA typically is granted group access to a group created and maintained for the organization for which they are responsible (Lead DTA Base / Main group, sub-org DTA – a group for all traveler assigned to the sub-org.)

	Org Access	**Group Access**
ODTA	Own Org	Own Org
Budget DTA	Site	Main
Finance DTA	Site	Main
Lead DTA	Site	Main

3. Organizations

a.   Definition

The term organization means a military unit, agency, activity, or department that has travel responsibility for reporting purposes and budgetary control of funds. DTS uses the same concept of organizational structure used in the typical DoD "Org Chart" for the "main" organization and organizations subordinate to the "main" organization.

i. Main Organization

Most often the main organization is hierarchical and identified as a Post, Camp, Base, Station, or a Command. Subordinate elements, such as a Tactical Unit, Support Unit, an Administrative Agency, or Activity, are known as sub-organizations. Each organization, main or subordinate, is given a hierarchical org name in DTS, which is not to exceed the 20 character limit.

Naming Sequence: The "main" organization DTS naming sequence is determined by the Service/Agency. This naming sequence identifies each Organization by an alphanumeric symbol in a hierarchical manner from the DoD down to the level of the main organization. The sub-organization names are local extensions of the main DTS organization name. Appendix Q in the DTA Guide contains an explanation of the naming sequence for the main organization and the typical local extensions to each subordinate organization.

ii. Sub-organization

Sub-organizations are separate identifiable organizational elements which, when combined, make up the entire "main" organization. In DTS, these are called sub-organizations. The traveler is assigned or belongs to a single organizational entity (i.e., a sub-organization with a unique org name) in DTS. Each sub-organization name is a subset of and is directly associated with an actual part of the "main" organization to which the traveler is assigned for travel authorization and reimbursement purposes. This helps to create a hierarchy within the system and allows for the elements to relate to the largest entity that the System is serving. The hierarchical sub-organization structure that exists in DTS is fashioned after the traveler's unit, or agency organization chart.

b.   Organizational Structure

The number of levels of sub-organizations is established in DTS based on a combination of the hierarchical org chart of the actual organization and the features outlined below. The traveler's sub-organization assignment controls several features of the system:

- the selection of available routing lists
- LOAs / budgets available for use on a document
- reporting on the status of documents
- use of specific travel agents / CBAs

Sub-organizations are used down the org chart to the lowest level needed to: 1) support a separate and distinct AO/routing list, 2) permit delegation of funds control –LOAs / budgets, 3) have travel reports generated, or 4) designate central travel services / CBAs.

The AO or routing list / approval process generally determines the level of subordinate organizations used in each branch of a main organization.

The Lead DTA should map to the current organization hierarchy by unit/section/activity name using the DTS org naming sequence. This map should also include a column for the unit identifier (i.e. UIC, Pass Code, PLT code, etc.).

Note: This unit identifier is not normally part of the naming sequence; it is for cross-reference purposes only. This organizational hierarchy map is used throughout the setup process in subsequent steps (see Appendix S, STEP 1 in the DTA Guide).

c.   Org Assignment / Membership

In DTS, every person entered in the system must be assigned membership to a <u>single</u> sub-organization in his/her individual personal profile. This is a mandatory entry before documents can be created and is the responsibility of the DTA; a traveler cannot be added to the system nor will documents be processed without such an assignment. Each individual traveler can only be assigned to one organization at a time. Personnel that need two entries, such as dual status civilian employees that are also Reservists, will actually have two traveler profiles – one with their nine-digit SSN, and a second with the nine-digit SSN followed by an alpha suffix. Remember, that the DTA should initiate the change of the organization of assignment both in the traveler's profile in the Traveler Table, and in the User Table.

Note: These common data element changes (org of assignment and email) are no longer made first in the Traveler Table and then automatically in the User Table.

d.   Organization Access

Each person is granted access to an organization and all subordinate organizations according to their org access given by the DTA in Doc Prep Admin > Security > User Table. This allows them to accomplish their DTS responsibilities for an organization, based on their permission level / role.

DTAs are typically given org access to their entire organization. This allows the DTA to maintain the organizational structure and routing lists, update traveler's information, and maintain group membership. The DTA has access to all profiles and user table entries for assigned personnel to make changes to personal data, org assigned, default routing list, permission level, and org and group access settings. DTAs can also "see down" the given org access naming sequence to maintain traveler membership in appropriate groups. The Lead DTA must have org access to the entire organization to facilitate granting this same access to other DTAs and help desk personnel.

AOs and routing officials are typically given access to their single, discrete sub-organization for reports, both travel management and budget.

Travelers typically have no need for org access and are pre-set to None.

Budget officials are typically given org access to the organization for which they maintain lines of accounting, and budget travel funds.

Note: DTAs are typically assigned to an organization, in their traveler's profile, like any other traveler for use of a routing list, reporting, etc. The DTAs are also typically given org access to that same assigned org. Lead DTAs should be given access to the main

org, and can be assigned to sub-org for routing and reporting. Likewise some other subordinate DTAs can be given org access to higher-level orgs to facilitate maintenance functions, such as group membership.

The DTA granting org access is limited to granting access to their organization, and those lower in their organization hierarchy. This org access setting in the User Table is then used throughout the software to control, which organizations appear in the org pull-down for most table functions. Org access also controls the groups the user can see down the organizational hierarchy.

e.   Access to documents

The organization of assignment and org access specified for a user have no direct effect on access to a particular traveler's documents. Access to a traveler's documents is controlled by the routing list and group structure, as covered in subsequent sections.

f.   Setup

Organizations are created within the DTS application as the very first setup step by the Lead DTA. In Doc Prep Admin > Setup > Organizations, the DTA enters the org name based on the hierarchical org naming sequence and CBA account information. Supporting CTO information (if the Reservation Module is used), i.e. Pseudo City Code (PCC) and the company code, must be added by the Tier III Help Desk. The process is the same for each sub-organization in the hierarchy map. See Appendix S, "Site Admin Setup Planning Process and Templates" for more information on the mechanics of deciding and documenting the organizational hierarchy.

g.   Maintenance

Two types of maintenance are required: organizational assignments for traveler's, and adding / deleting organizations.

i. Membership / Assignment

Membership/assignment is accomplished in the traveler's profile (Traveler Table), accessed by a DTA with group access to the traveler. A routing list is assigned at the same time. Remember: The DTA should initiate the change of the organization of assignment in the traveler's profile in the Traveler Table, not in the User Table.

ii. Adding / Deleting Organizations

The DTA can add organizations at anytime. To properly function, routing lists must be created and travelers assigned. Groups may also be created. The DTA can also delete organizations at anytime. However, this will cause each traveler assigned to the now deleted org problems at log-on. They will receive a warning that their organization no longer exists. The DTA must assign an org and default routing list before preparing documents. When a traveler's Org is deleted then the traveler is assigned to the default "None" org and doesn't have a routing list. Therefore, if the traveler creates and signs a document the document does not route. Additionally, the DTA will have difficulty recovering control of the traveler's User Table entry. The best practice is to re-assign all travelers to their new organization, then delete the "old" and empty organization.

For reporting, if a Sub-Organization is deleted from the Organization Table, then the Sub-Org no longer appears in the list to run reports against (Doc Prep>Admin>Reports>Document Summary>TA Number>dropdown menu for list of Orgs). However, the

traveler's documents are still in the database and the information can be obtained by selecting a higher-level organization for reporting purposes. Documents from the Sub-Org already in the database will appear under the higher-level organization reports. Any new documents that a traveler creates after his Org has been deleted will appear under his new Org of Assignment. ***Note:*** *make sure the traveler's Printed Org matches the new Org of Assignment in the Traveler Table/profile.*

h.   **Example Organization**

Example: The organization is the 1st Battalion, 2nd Brigade, XXnd Airborne Division, at Fort Bragg, N.C. The hierarchy of the organizations might look something like this:
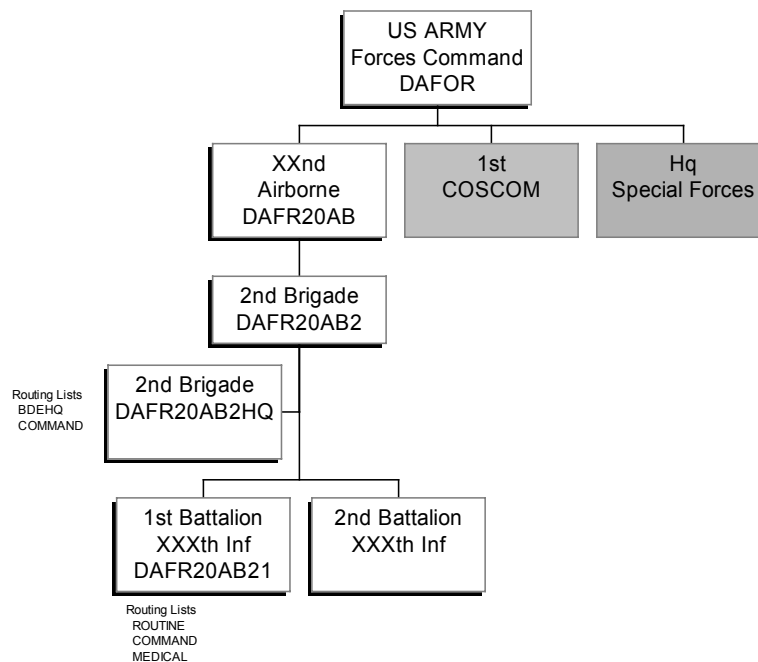
Figure 1: Organization Hierarchy

The various roles would have the organizational membership and organization access as indicated below:

Person	Role	Membership	Org Access
XX Division DTA	DTA	DAFR20AB	DAFR20AB
2nd Brigade DTA	DTA	DAFR20AB2HQ	DAFR20AB2 *
2nd Brigade Commander	AO	DAFR20AB2HQ	DAFR20AB2HQ
2nd Brigade personnel	Traveler	DAFR20AB2HQ	None
1st Battalion DTA	DTA	DAFR20AB21	DAFR20AB21
1st Battalion Commander	AO	DAFR20AB21	DAFR20AB21
1st Battalion personnel	Traveler	DAFR20AB21	None

*This illustrates that the 2nd Brigade DTA could be assigned membership in the HQ org, but has org access to all personnel assigned membership in 2nd Brigade, DAFR20AB2, not just HQ. Remember that this is org access, for org and routing list maintenance and

reports. Access to traveler's personal information and "anytime" access to documents is controlled by groups, covered in a later section.

4. Routing List

a.   Definition

A routing list in DTS establishes the steps for the electronic processing of documents in a sub-organization. Each routing list identifies the authority for the review and approval of all travel authorizations, travel vouchers and local vouchers for reimbursement of expenses by the traveler. Likewise, the routing list also specifies the order of processing or workflow for each type of document. Each organization with personnel assigned must have at least one routing list that covers each of the three types of documents to be used (authorization, voucher from authorization, and local voucher.)

b.   Content

Each routing list is created by a DTA, Level 5, with a specific routing list name (8-digits) for a specific sub-organization. The routing list identifies the responsible officials (by name and SSN) with organizational authority to conduct the process of reviews, certification of funds, and approval that a travel document must pass in order for it to continue to be processed. A routing list specifies the workflow by identifying the officials who must apply a particular DTS status stamp to a document and specifying the order (called level) in which the specified status stamps must be applied.

c.   Setup

Routing lists are planned and setup concurrent with the organization structure. This allows the DTA to assign a sub-organization and default routing list to each traveler's profile in a single step. There is a direct relationship to the routing list (personnel who will review and approve travel authorizations) and the organization in which the traveler receives personnel support and administration. The site should document the current process and then design the travel document process for DTS. See Appendix S Step 2, "Site Admin Setup Planning Process and Templates" in the DTA Guide for more information on the mechanics of deciding and documenting the organizational routing lists.

d.   Creating a Routing List

The Organizational DTA, Level 5, names routing lists and adds steps / levels to routing lists in EP Admin>Routing>Routing Lists. After selecting the appropriate organization (based on the DTA org access), the DTA uses the Add button to enter the name for the appropriate routing lists. Then, selecting the routing list, the Detail button provides the DTA the "Signatures in Routing List <Name>" to add, update, delete a specific individual step / level. To add routing officials, the DTA indicates the type document, stamp, routing official, conditional process (if applicable), and level / step.

e.   Default Routing List

Each organization in the DTS that has personnel assigned membership in their traveler profiles has to have at least one complete routing list that covers each type of document the members of the organization are expected to use (authorization, voucher from authorization, and local voucher.) Once the organization membership is assigned by the

Organizational DTA, Level 5, in the traveler's profile, the routing list name data element is populated with one of the available routing lists for the organization (from the pull down menu.) The DTA will typically assign this default routing list from those previously created lists for the organization of assignment. The travelers, Level 0, have the options of changing this default to any other routing list for their organization of assignment for any specific document. They can also change their default in their master profile.

f.　　　　Typical Routing List:

ORG:　　　　　　　DAFR20AB21
Routing List Name:　ROUTINE

Doc Type	Doc Status	Signature Name	Level (Note 1)	Process Name
AUTH	CTO SUBMIT	**CTO SUBMITT	3	BYPASS PNR
AUTH	CTO BOOKED	**CTO BOOKED	4	BYPASS PNR
AUTH	REVIEWED	Sally Jones	10	
AUTH	REVIEWED	Harry Smith	10	
AUTH	APPROVED	Jim Coyle	20	
AUTH	APPROVED	Mary Green	20	
LVCH	REVIEWED	Harry Smith	10	
LVCH	APPROVED	Jim Coyle	20	
LVCH	APPROVED	Mary Green	20	
VCH	REVIEWED	Harry Smith	10	
VCH	APPROVED	John Doe	20	
VCH	APPROVED	Sue Doyle	20	

Note 1: The term level in routing refers to the sequential step in the list – not a permission level. Also, the level cannot exceed 30.

i. Minimum Requirements:

- Each organization with personnel assigned must have at least one routing list that covers each document to be used (authorization, voucher from authorization, and local voucher).

- Each document type in a routing list needs to have at least a single official identified for the APPROVED stamp and this must be the last level (step).

- Do not put the same official at more than one level.

- Designate alternate AOs for each organization and document type to assist the main or primary AO with TDY/TAD overloads or when they are on leave, sick, or TDY/TAD. Alternates can be designated for other officials.

- There is no upper limit to the number of personnel that can be assigned at any one level.

- Alternate reviewers / approvers for a document type must all be on the same level / step.

- For DTS, the AUTH list must have CTO SUBMIT / CTO BOOKED (with BYPASS PNR specified for both) at adjacent levels and before the APPROVED level / step.
- For authorizations, there can be no routing before CTO SUBMIT / CTO BOOKED.
- The order of levels (steps) of the routing list must be sequential, but does not have to be concurrent (number the levels (steps) in multiples of 5 or 10 to leave room for future changes).
- Do not use a level/step higher than 30!

ii. Levels

Each level in a routing list is a step the document has to go through in the electronic routing processing. For each document type, the levels are processed sequentially. Except for CTO SUBMIT / CTO BOOKED, they do not have to be consecutive, there can be gaps or voids in the step numbering (5, 10, 15) to allow future additions. These two levels do not have to be entered in consecutive (1, 2, 3, 4, etc.) numerical order, again the only exception is CTO SUBMIT / CTO BOOKED (see S-21 highlight).

Adding levels later on, for instance, in the example above, an official to apply the CERTIFIED stamp at Level 8 in the AUTH could be added without having to make other changes to the other levels in the list. Remember the highest level to be used is 30.

iii. Routing Officials

Each level in a routing list has one (or more as alternates) users identified to apply a particular stamp. There is no upper limit to the number of routing officials to be assigned to a particular level. Typically, one user is entered in a routing list only once, at one level. Generally, all routing officials are typically given Permission Level 0, 1, 2 so they have access to the Document Preparation Module, Route and Review Module, and the Budget Module. Doc Prep allows access to the full document for viewing and signing / stamping, while Route and Review provides an efficient means of signing / stamping routed documents. Routing officials can also view LOA budget balances in the Budget Module. Level 2 also gives them access to the full range of stamps (APPROVED, RETURN, CANCEL, etc.).

Note: While not recommended, routing officials can be given only a Level 0, which would mean they can only access Doc Prep, and only apply the stamp expected in the routing list if the proper group access has been granted to open / view the traveler' documents. Permission Level 1 allows the routing official access BN to "read only" budget balances.

1. Certifying, Authorizing, and Approving Officials

The Certifying Official (CO) is responsible for certifying the obligation, adjustment of obligations, and disbursement of Government funds associated with a travel document / authorization, voucher from authorization, or local voucher. The CO uses the CERTIFIED or APPROVED stamp in DTS depending on which level in the routing list is assigned to accomplish this responsibility as the stamp has the action codes necessary to initiate the appropriate accounting and disbursing transactions. Each CO will complete required training and be appointed in writing per appropriate finance management regulations, as explained in the DTS Finance Guide located on the PMO website.

Note: The Cancel stamp can be used to de-obligate funds on a previously approved trip, but its use has implications for travel agent processing.

2. The Authorizing Official (AO)

The AO is generally thought of as the person responsible for approving the functional requirement, or need for travel. Sometimes the terms authorizing and approving are used interchangeably (see S-21).

In many situations the CO and the AO are the same person, and can use the APPROVED stamp. For organizational situations where the person responsible for certifying funds is different from the AO, the AO should come first in the routing, using the REVIEWED stamp, followed by the CO using the APPROVED stamp. Some Army organizations use the AUTHORIZED stamp for the AO. In all cases, the APPROVED stamp must be the final status code applied to a document by the highest-level routing official.

The AO / CO using the APPROVED steps is granted 0, 1, 2.

3. Alternate Routing Officials:

Experience indicates that most travel document workflow should have more than one official at each step (reviewer, certifier, AO, etc.). Using multiple officials is helpful for situations where the responsibility is shared or where the primary official is often not immediately available. This is done in the routing list by repeating a level for the same doc type / stamp, but with a different name and SSN. Each official at the same level receives simultaneous notification of the document in their queue, awaiting action and once one of the officials acts on the document by signing, the document is removed from all queues for the signing official and all others, in both Doc Prep and Route and Review.

Note: The only caution is that each person at a level will receive an email notification for each document awaiting processing and the more officials on a routing list the greater the maintenance requirements.

g. Document History

Each document includes a complete history of all signing / stamping events. This is found in the lower third of the signing window of each document. The document history records the stamp, date / time (using Regional Data Center RDC, Eastern Time), user name, and user remarks entered during signing. Also included are system-generated stamps that are automatically applied by DTS. A complete explanation of a document history that is using a typical routing list would generate (stamps only) is included in Section 4.9. Each step is explained in detail.

h. Process Considerations

i. Routing List on the Document

At the time the document is created and signed by the originator (using the SIGNED stamp on all authorizations and personal vouchers or T-ENTERED stamp on a voucher created for another person) the org and name of the routing list to control processing is set for the original version of the document. **The default routing list in the traveler's profile is used, regardless of who prepares and stamps the document.** Typically processing proceeds in accordance with the levels (steps) in the routing list. In special situations, the name of the routing list can be changed to another available in the pull down list in the traveler's profile (see the split routing paragraph below.)

ii. Signature Verify Audit

After the APPROVED stamp is successfully placed on a document, the Electronic Processing auditing function in DTS is set to run this custom audit. The audit verifies three items regarding the signatures on the document that was just stamped:

- Checks that the user stamping the document has a valid digital certificate at the time of signing by comparing the certificate to the revocation list.

- At Approved, checks the signatures on the document against the routing list to verify that the correct individuals signed the document in the correct order. Therefore, it is important that each official sign the document in order, and not open a document and try to "speed up the process" because of a pending absence. Likewise, it is absolutely critical that only officials in the routing list stamp documents (even though DTAs and help desk personnel may have access and permission.) *Note: See S-23*.

- Verifies each official's encrypted signature string is valid with the certificate revocation list and ensures the data in the document matches the encrypted string. This is done for APPROVED authorizations, vouchers, and local vouchers, and for SIGNED or T-ENTERED claims. *Note: see S-23 #2*.

iii. Conditional Routing Lists

DTS allows the DTA to tailor the electronic routing to include a "conditional route" meaning that "if certain conditions exist," then an additional level (step) is added to the normal electronic routing. If the condition does not exist, then the conditional level specified in the routing is skipped. Conditional routing can be used for routing authorizations, vouchers from authorization, or local vouchers and is optional for an organization. Responsible officials can be inserted in an existing routing list at the appropriate order of stamping before routing to the AO who has document status of APPROVED. Conditional routing utilizes routing tests that can be found in Chapter 5 of the DTA Guide. Routing tests indicate that additional approval is required. Below are a few examples:

- Foreign travel – checks for any travel outside the U.S., (OCONUS).
- Group authorization – checks to see if the document is a group authorization,
- Non-contract fare – checks to see if a non-contract fare was used.
- Trip duration – verifies the trip duration.
- Leave exists – checks the document for the existence of annual or non-duty leave.

Note: Only foreign travel conditional routing is currently turned on in DTS.

iv. Cross-Organization Routing

While the routing official does not have to be a member of the particular organization, the DTA creating the list must have org access to each official in order to select and place them in a routing list. *Note: See S-21*. This is particularly challenging for routing between "root" organizations (the first level below the Service/Agency.) For example, in the Army a DTA at a root organization DA41A (with org access DA41A) wants to route documents to a routing official in DAHA5. In order to build the routing list, the DA41A DTA has to contact the Department of Army DTA to have them add the DAHA5 routing official to the DA41A routing list. Routing outside a DTA's root organization does present some challenges.

Note: In some cases personnel are "matrix" assigned from their parent organization to another organization for periods of time that involve travel. To avoid the potential difficulties of establishing cross-organizational routing in different root organizations and the associated organizational control of budgets for lines of accounting, matrixed personnel should have their DTS organization changed to that involving the funding and approval of travel. At the conclusion of their matrix assignment, they should be reassigned back to their parent organization.

v. Delegate Authority

Any routing official, at any level (step), can personally delegate another official to sign for them. While this delegation is in place, the delegated official receives notification of the document in their queue. Once one of the officials at that level acts on the document by signing, the document is removed from all other official's queues for that level, both those listed on the routing list and those with delegation. When granting the delegation, the routing list official can choose from the members listed within the delegate authority table, which is generated from the signature table. The official granting the delegation is warned if the person selected for delegation authority does not have the same permission level. This could be a problem if the person does not have the same permission level or access, they may not be able to accomplish the same role. Generally, delegation should only be made to other users who have the same permission level and certifying appointment as the routing official. This delegation remains in force until the granting official personally removes the delegation.

vi. Multiple Routing Lists

DTS allows the DTA to tailor the electronic routing to the current workflow process for travel documents using one or more routing lists for each organization. As previously stated, each organization in DTS that has personnel assigned membership in their traveler profiles has to have at least one complete routing list that covers each type of document the members of the organization are expected to use (authorization, voucher from authorization, and local voucher.) Experience indicates that most organizations will have a primary routing list that takes care of routine travel and then others for one or more special situations. Standard lists have been created site-wide in each sub-organization to handle standard functions such approval of orders for medical travel, Command Group and CO / AOs travel, and honor guard / funeral detail travel. Other routing situations that need to be considered for separate routings are "arrangements only" travel, PCS, invitational travel orders, and other trip types.

vii. Split Routing

One special variation of multiple routing lists in an organization is split routing. Split routing is used when an organization uses two different sources of funds that require different approvals. The organization may decide to always have the traveler or clerk initiating a document use one LOA. A reviewer may have to change the routing list assigned to a document during processing based on the details of the trip. This ensures that both certifying / approving chains do not see each other's documents. A reviewer would adjust the document by changing the routing list assigned to the document, signing the document, which would initiate the new routing list from the beginning, even though the original routing list was initiated. ***Note:*** *See S-24.*

viii.   "Super" Routing List Officials

Sometimes an organization wants a specific official to be the approver / reviewer as a last resort (backup) on several routing lists. This is a "fail safe" way to ensure that documents continue the electronic routing, even when the "normal" or primary official is unavailable for signing. This "super" official may also be the primary official responsible for a routing step on a single routing list for review, certification, or approval. A potential difficulty is identifying the primary documents from all the backup documents as the "super" official on many other routing lists will have many travel documents appear in their Route and Review window, ostensibly for action. To alleviate the confusion of knowing which documents the "super" official is primarily responsible for, a local document naming convention can be developed to identify documents. For instance, a one or two digit code could be assigned and those initiating documents could be named starting with the code. The "super" official could then sort the Route and Review queue by document name and identify documents awaiting their direct action accordingly. For those documents, the "super" official has backup action; typically they are notified off-line by phone or email of a specific document that requires their attention.

Note: It is not recommended that a single official be assigned more than one level (step) in a routing list. This increases the risk that an official could sign / stamp a document out of order, thereby triggering a failure of the Signature Verify audit. For instance, the same user could be listed at step / level 10 as a reviewer, and also at step / level 20 for approval. If the user sees a document in the queue, and applies the stamps out of order, approved before reviewed, then document fails the audit and must be amended. The entire routing process has to be re-done for the amendment.

ix.   Maintenance

Just the <u>routing list name</u> is stored in the document at the time the document is created when the traveler's master profile from the traveler table is copied into the document. Unlike the traveler's profile, there is no copy of the routing list in the document – the details of the routing list are stored in a separate table of routing lists. Each routing list can be changed at anytime which can present problems if documents are in process using a routing list and then it is changed, renamed, deleted, etc. The problem will typically cause routing to fail, as the signature verify audit will fail prior to processing any accounting and disbursing transactions. Correcting the situation requires an amendment to be initiated with the SIGNED stamp, with the entire routing process carried out to approval again.

x.   Relationship of Routing Lists to Organizations and Groups

Each routing list is directly related to the Organization / Sub-Organization for which it was created. Officials in the routing list can see the document sent to them for review and other actions. The routing list allows each official one-time access to a document while it is awaiting the official's stamp. Once stamped, the document is no longer available for review by the stamping official (in either the queues in Doc Prep or Route and Review) and the document continues the electronic routing process.

The subsequent ability of an official to see a document is dependent upon the group structure and group access assigned to the official. The routing list has no electronic relationship to any group. The official in the routing list can see the document when it is in their electronic bin for review or to take action. These officials and others can be granted anytime access to a traveler's documents by the correct use of group access. It is

the traveler's membership in a group that has a relationship to a routing official's granted group access and ability for "any-time" access.

The routing list has no relationship to groups or the group access of routing officials, to include AO's. Of course, the travelers can always see their own documents at anytime in the process.

xi. Example

The example below depicts a simple organizational chart with a breakdown of a typical DTS org naming sequence and a typical routing list associated with that organization. Notice that there are specific names for each routing list for each sub-organization. DAFR20AB21 uses multiple routing lists; one for "Routine", "Command" and "Medical" assuming that there are separate responsible officials for the different types of travel.
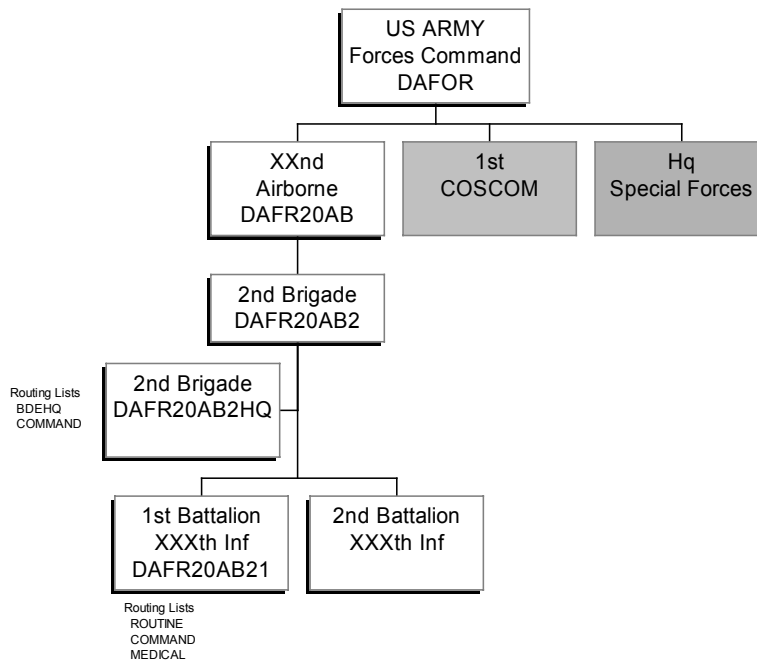
Figure 2: Organization Chart with a Breakdown of a Typical DTS Org Naming Sequence and Routing List Associated with that Organization

i.   Stamps, Status Codes, and Action codes

The terms <u>stamp</u> and <u>status code</u> are used interchangeably as the stamp the user selects when signing the document becomes the current status code of the document. Each process of signing a document is recorded in the document history with the stamp, user name, and date/time. Each stamp may have none, one, or more than one <u>action code</u> assigned; each action code causes a very specific electronic procedure to occur within DTS. Action codes accomplish such procedures as "route" (sends the document to the person (s) at the next level of the routing list) and "emailtrav" (sends an email notification to the traveler.) There are over twenty action codes associated with the various stamps and types of document. The list of stamps and the relationship of action codes assigned to particular stamps is pre-set for all of DTS.

Note: *As a document is routed, each routing official receives an automatic email notification that they have a document waiting action.*

Several stamps are regularly used in DTS and a general description of the action codes associated are included below.

i. Created

Automatically assigned by DTS when a new document is opened.

ii. Signed

Used by the traveler to initiate a document. Makes the document a permanent part of the DTS database for fifteen months, and initiates routing of the document following the specified routing list in the traveler's profile. For vouchers from authorizations and local vouchers, they cause key data elements in the claim to be digitally encrypted for future verification of the official financial transaction. The SIGNED stamp initiates the action code for electronic routing of the document.

iii. T-Entered

Similar to SIGNED except used exclusively by the Designated Government Entity (DGE) when signing voucher claims for a traveler. Accomplishes the same actions as SIGNED. For vouchers from authorizations and local vouchers, they cause key data elements in the claim to be digitally encrypted for future verification of the official financial transaction.

Entered By	Authorization	Voucher
Traveler (SSN on doc)	SIGNED	SIGNED
DGE/Unit clerk (group access)	SIGNED	T-ENTERED

iv. CTO Booked / CTO Submit

Mandatory for all routing of authorizations that use the Reservation Module and needing travel agent action to make reservations and provide "should cost data." The routing list levels (steps) for these two stamps must be consecutively numbered. No user should open a document that is in CTO SUBMIT (at the CTO) awaiting CTO BOOKED.

v. Reviewed

Used by various routing officials, such as supervisors and clerks, to indicate a document has been opened and examined for accuracy and completeness. The stamp is synonymous with someone having initialed the document; it causes no actions to occur in DTS other than allowing routing to continue.

vi. Certified

Typically used by budget officials to indicate a document has been opened and some off-line (outside DTS) action has occurred such as LOA selection, certification of funds availability in a separate system, etc. The stamp is synonymous with someone having initialed the document, it causes Check Fund to occur which brings the document total against the Budget Module in DTS and allows routing to continue.

vii. Authorized

Typically used as an option to designate the routing official who determines the trip is valid, but does not have the ability to complete the funding actions. (See APPROVED below.)

viii. Approved

Must be used for each document type to indicate the document has been approved for final processing. Applied by a routing official who meets the Certifying Officer Legislation requirements. Initiates several action codes, to include:

- assigns the Travel Authorization (TA) document number to authorizations,
- uses the LOA(s) to decrement the appropriate travel budget targets in the DTS Budget Module (see FUNDED below),
- sends a ticket approval notice to the travel agent for appropriate authorizations,
- initiates the signature verify auditing process,
- sends the consequent financial transactions to the appropriate accounting and / or disbursing system,
- causes key data elements in the document to be digitally encrypted for future verification of the official financial transaction,
- makes the document "read only" so the data cannot be modified, except by the creation of a separate document (an amendment), and
- on vouchers, reconciles the budget with the actual cost of the trip.

ix. Funded

Indicates the approved document was decremented against a LOA in the Budget Module.

x. Return

Used by various routing officials to send a document back to whomever assigned the stamp SIGNED to the document for lack of information or other problem. The document can be re-submitted, once necessary changes are made, by re-signing the document starting the routing process over again. The stamp causes DTS to generate an email to the person who stamped the document with a status code "Sign" assigned to it informing that a document that has been returned. The document is routed back to whomever applied the signed stamp for resubmission.

Note: There is no disapproval stamp in DTS.   The RETURN or CANCEL stamps accomplish any disapproval action.

xi. Cancel

Used by various routing officials, such as supervisors and clerks, to terminate the routing, approval, or funding of a given travel authorization. *Note: a voucher cannot be cancelled, it is an official claim once SIGNED or T-ENTERED; unlike documents stamped with RETURN, a document that has been cancelled cannot be re-routed and is "locked".* The routing list is removed from the cancelled documents and the document is removed from the routing official's review list.

Documents cancelled prior to applying the APPROVED stamp should be adjusted by the traveler or AO to first remove the travel arrangements, the adjusted document is then stamped signed, routed to the CTO, then the reservations are cancelled by the CTO and cancellation numbers returned. The document is then cancelled (or processing continues if valid reimbursable expenses have been incurred.)

Documents cancelled after approval should be amended by the traveler or AO to first remove the travel arrangements; the amendment is then stamped SIGNED, routed to the

CTO, then it should be stamped cancelled by the CO / AO (or processing continues if valid reimbursable expenses have been incurred.)

This procedure will allow the document to route to the CTO for cancellation of reservations and application of hotel confirmation. The CANCEL stamp initiates several actions:

- if previously FUNDED by an approval, the money will be credited / added back in the appropriate budget item, i.e. UNFUNDED. (***Note:*** *a voucher, once signed, can not be cancelled),*
- sends an email to the traveler indicating the authorization is cancelled,
- deletes the reservations if not previously accomplished and notifies the CTO, and
- makes the document "read only" so the data cannot be modified (no edits or changes can be made to the document, it can only be viewed).

xii. Unfunded

Indicates the CANCEL document transaction in the Budget Module was reversed. Also appears if an LOA change was approved.

xiii. Pending

Not generally used in DTS. Can be used in the local setup of Electronic Processing audits by the DTA; could indicate the document has failed a particular audit test. The stamp is synonymous with someone having initialed the document; it causes no actions to occur in DTS.

j.   Table: The Document History Of A DTS Travel Authorization

Stamp	FULL	Tailored (less CTO)	Tailored (less DADS)	Limited
TRAVEL AUTHORIZATION				
CREATED	•	•	•	•
SIGNED	•	•	•	•
CTO SUBMIT	•	NA	•	NA
CTO BOOKED	•	NA	•	NA
REVIEWED	•	•	•	•
CERTIFIED	•	•	•	•
AUTHORIZED	•	•	•	•
APPROVED	•	•	•	•
- FUNDED	•	•	•	•

- AUDIT PASS
Or AUDIT
FAIL/AUDIT
    PASS, then
    REJECTED
	•
	•
	•
		•
		•
		•
			•
			•
			•
				NA
				NA
				NA

- PAY LINK	•	•	•	NA
- PAY SUBMIT, or	•	•	NA	NA
AUTH SUBMITTED	NA	NA	•	NA
AUTH 24 HOUR PASS Or REJECTED	•	•	Immediate NA	NA NA
RECONCILED	•	•	•	•

CANCELLED
  (after APPROVED)
  - UNFUNDED
PAY LINK
PAY SUBMIT or
AUTH SUBMITTED
	•
	•
	•
	•
	•
	NA
		•
		•
		•
		•
		•
		NA
			•
			•
			•
			NA
			•
			
				•
				•
				•
				NA
				NA
				NA

ARCHIVE SUBMIT
ARCHIVE ACCEPTED
    or
  ARCHIVE
REJECTED,
  ARCHIVE READY
	•
	•
	•
	•
	•
		•
		•
		•
		•
		•
			•	NA
				NA
				NA
				NA
				NA

CANCELLED (before APPROVED) AUDIT PASS PAY PROCESS IGNORE	• • • •	• • • •	• • • •	• • NA NA

Stamp	FULL	Tailored (less CTO)	Tailored (less DADS)	Limited

k.   Table: The Document History Of A DTS Voucher

Stamp	FULL	Tailored (less CTO)	Tailored (less DADS)	Limited
VOUCHER				
CREATED	•	•	•	•
SIGNED	•	•	•	•
Or T-ENTERED	•	•	•	•
REVIEWED	•	•	•	•
CERTIFIED	•	•	•	•
AUTHORIZED	•	•	•	•
APPROVED	•	•	•	•
- FUNDED	•	•	•	•
- AUDIT PASS	•	•	•	NA
Or AUDIT	•	•	•	NA
FAIL/AUDIT PASS, then	•	•	•	NA
REJECTED				
- PAY LINK, or	•	•	•	NA
- PAY PROCESS IGNORED, or	•	•	•	NA
- DUE US				
- PAY SUBMIT or	•	•	NA	NA
	•	•	NA	NA
- VOUCHER SUBMITTED	NA	NA	•	NA
PAID	•	•	NA	NA
Or REJECTED	•	•	NA	NA
ARCHIVE SUBMIT	•	•	•	NA
ARCHIVE ACCEPTED	•	•	•	NA
Or ARCHIVE REJECT,		•	•	NA
then	•	•	•	NA
ARCHIVE READY				

Note: If a clerk or secretary prepares a travel authorization request for someone, they use the SIGNED stamp. For creating a voucher for someone, the clerk or secretary (called Designated Government Entity) would select the T-ENTERED stamp for DTS Full, but for DTS-Limited the process is slightly different. The user would have two profiles, one regular profile with their necessary permission, the other would have approval override with permission of 0.

I.   System Generated Stamps

Several system-generated stamps or status codes are regularly used in DTS and are listed below:

i. Created

System-generated at the time a new document is opened. Used to identify a document is in the process of being completed or has been saved but unsigned; it causes no actions to occur in DTS and does not involve electronic processing of the document.

ii. Auth 24 Hour Pass

System-generated by the payment module to indicate that 24 hours have passed since the obligation (initial or adjusting) has been submitted to the DADS. This stamp is required to be on an authorization prior to a voucher from authorization being created; it causes no actions to occur in DTS other than to allow a voucher to be created for an approved trip.

iii. Audit Pass

System-generated after approved to indicate EP Module audits of the routing process are correct and the traveler has not signed their own voucher.

iv. Audit Fail / Audit Pass

System-generated to identify that the document has failed an EP audit; it causes DTS to generate an email to the traveler informing an authorization, voucher from authorization, or local voucher has failed an audit(s) when being processed by EP Processing into the payment module. Also stamped REJECT to allow correction in an amendment

v. Reject

System-generated when an 824, reject notice, transaction generated in the DADS is received from the DEBX. The DTA is responsible for researching the document and correcting the reject problems. Payment has not been made; it causes DTS to generate an email to the DTA and the traveler indicating a transaction has been rejected. Also used after Audit Fail / Audit Pass have been applied.

vi. Pay Link

System-generated to identify that the Electronic Processing module has copied a document from the DTS Oracle database to the payment module database; it causes DTS to complete the routing process by marking the document COMPLETE making the document "read only" so the data cannot be modified.

vii. Payment Submit

System-generated to identify that the Payment Module created a UDF and placed it in a directory to be swept by the Defense Electronic Business Exchange (DEBX). Payment submitted causes no actions to occur in DTS other than awaiting the "Paid" stamp to be applied upon payment or a Reject.

viii. Pay Process Ignored

Payment Module cannot process the voucher typically placed on a voucher that should be blocked (PERMISSIVE TDY) or an erroneously submitted duplicate voucher. Also

indicates the Payment Module has taken no action on an authorization cancelled prior to approval.

ix. Paid

System-generated when an 820, payment remittance notice, transaction generated in the DADS is received by DTS from the DEBX; it causes DTS to generate an email to the traveler indicating a payment transaction has been produced and to continue the routing process for the document to be archive submitted.

x. Auth / Voucher Submit

System-generated and indicates processing is complete in the absence of the DADS Interface. See the "DTS Tailored for the Adams Release – Instructions for Fielding" for a detailed explanation.

Note: In DTS Tailored (less DADS), approved vouchers also trigger sending the complete trip record to the Archive and stamping the authorization and voucher Archive Submitted.

xi. Archive Submitted

System-generated when the trip record is sent to the Archive. Trip records consist of both the complete authorization (with all amendments) and the complete voucher, when appropriate. This action is triggered by an authorization in a "Cancelled" status or an original voucher is in a "Paid" status. "Paid" supplemental vouchers are also archived, but individual Scheduled Partial Payments (SPPs) are not. This stamp causes no other actions to occur in DTS other than awaiting "archive acceptance". Trip records are retrieved by the Archive from DTS on a set timetable every four hours (i.e. 1300, 1500, 1900, etc).

xii. Archive Accepted

System-generated to identify when the document is accepted at the Archive; it causes no actions in DTS to occur.

xiii. Archive Rejected

System-generated to identify the portion of a trip (authorization or voucher) that has been rejected at the Archive; it causes DTS to generate an email to the TRW System Administrator for notification that the MIS / Archive has rejected a file. The system administrator will take appropriate action to clear the reject.

xiv. Archive Ready

A system-generated stamp that is a companion for Archive Rejected. Identifies the portion of a trip record that has not been rejected. For instance, if the voucher was stamped Archive Rejected, the system would stamp the authorization portion of the trip record Archive Ready if the Archive error was in the voucher only.

5. Groups

a.   Definition

In DTS, a group is a list of travelers established to allow certain designated users "anytime access" to all the travel documents for each traveler on the group membership list. Groups isolate a traveler's personnel information and travel documents. Travelers must be a member of one group, then the DTA has access for required DTA actions. Travelers can have membership on more than one group list. This feature allows the local DTS setup to account for Privacy Act concerns and limit access to the personal information contained in travel documents.

b.   Content

A group list is simply the names and SSNs of each member for a given group name, as created in a specific organization. In the background, the database maintains a table that records a separate entry for each member on the list that includes the group-name, traveler's name and SSN, and the org name the DTA specified at the time the group-name was created. The display for a group includes the org name designated, the group-name, and then a list of each member's name (first, middle, and last in one field) and SSN. Travelers on a group list can come from any organization to which the DTA has org access.

c.   Creation

A group list of travelers is created for an organization by naming the group, and then adding individual members to the group membership list. The format of the 12-digit group name is locally established. The DTA selects travelers to add to the group from a displayed list of travelers. This display list is controlled by the DTA's org access, as all travelers entered in the User Table for all subordinate organizations are displayed to the DTA.

WARNING: When adding members to a group, the DTA can also select any traveler in the DTS database if the SSN is known, however this presents a security problem and should not be used. The DTA should only add members to groups based upon need and assignment to the DTAs organization.

d.   Characteristics

The members of a group typically have something in common to access their documents. For example, they are assigned to a sub-organization that has a unit travel clerk, they are on a base with a consolidated help desk that has a single "main" group, or there is routing list official (AO, TO, other) that needs unrestricted "anytime" access to all the documents to a specific list of travelers. Generally, the members of a group are assigned to the same organization for administrative support and work function. However, group memberships can cross organization hierarchies, but this can have serious org assignment issues, as discussed in a follow-on paragraph.

Each group list is a standalone entity and is not related in the database to any other group or organization feature. Groups are not hierarchical. For instance, a group made up of all the members of a subordinate unit does not roll up into a main group just because the org naming sequence is hierarchical. The names given to groups can be made to look hierarchical, but there is no feature in the software that supports this. Likewise, there is

no direct database relationship between a routing list, the AO for the routing list, and a group created with the same name. Such a relationship can only be established and maintained manually.

Also, the more groups in an organization's group structure, the more maintenance work for the DTA is required.

e. Group Membership

A traveler is added to the group membership list by a DTA in Doc Prep Admin > Group Table. Being a member of a group does not grant the traveler any additional privileges. Travelers can be members of an unlimited number of groups and each user given group access is also automatically made a member of the group. Currently, maintenance of each group list is manual, so adding a traveler to your organization also requires the DTA to add the person to each group in the group structure. Likewise, deleting a traveler from your organization upon reassignment or departure requires the DTA, with org access, to delete the traveler from each group in the group structure.

Note: In order to accomplish group list maintenance, the DTA must have hierarchical org access to see down to the sub-org associated with the group at time of creation/naming.

f. Group Access

A user is granted group access by a DTA in Doc Prep Admin > User Table. Group access gives the user "anytime access" to all the documents for all the travelers on the single group membership list. When a user logs on to DTS, they have access to their own personal information and documents; if they have group access, they also have can view and edit (consistent with their permission level /role) the information and documents of all the members of the group.

Note: See S-32. If the user has a permission level (role) of 2 (AO) and 5 (DTA), this combination of permission level and group access is a very powerful privilege, as the user can accomplish any local DTS task related to a particular document. The combination of group access and certain roles provide a potential too do much good, but also can be used to create some significant problems. Only experienced, reliable users should be given such a combination.

i. Assigning Group Access

Group access is typically assigned to DTS users such as travel clerks (to allow initiation and preparation of documents), transportation officials (to confirm compliance with policy), and help desk personnel (to assist with problem resolution.) Users with group access use the open document feature in Doc Prep to access the list of travelers in their group access. They can open any document belonging to a traveler. Group access does not confer any special privileges to the user. The permission level / role(s) assigned to the user controls the features and procedures a user can apply to an open document.

Any user can be granted group access by the DTA, however a user can be granted group access to only a single group at a time. When given group access, the user is made a member of the group, automatically. The DTA can change the group access of an individual user at anytime. However, removing a group access does not automatically remove the user from membership in the previously accessed group.

ii. Membership

Membership in a group limits access to traveler information and travel documents to appropriate personnel within an organization, i.e. only those granted group access. This allows Privacy Act requirements to be used to the fullest extent possible. Allowing appropriate members such as clerks and other officials access to the group, allows these personnel to view and edit traveler information, in addition to creating travel documents for each member of their assigned group. However, there are no specific rules in DTS about who has to be assigned group access. For instance, there is no requirement that an AO be given group access to all the travelers that are assigned the AO's routing list.

g.   Group Structure

The group structure for a main organization (site, base) is defined for each sub-org by two characteristics. Part 1, the groups to be named and the users to have access; and Part 2, Groups for Membership for the members of an organization

Work Sheet No. 3, Group Structure

Organization	Create Groups Part 1		Groups For Membership Part 2					
	Group Name	Access	Org.	Group	Org.	Group	Org.	Group
DM6244 "Main" Org	Main	LDTA Help Desk						
DM6244SS Special Staff	Staff	ODTA S-1	DM6244	Main	DM6244SS	SStaff		
DM6244OPS OPS HQ	OPS	ODTA Admin clerk	DM6244	Main	DM6244OPS	OPS		
DM6244OPSFLT OPS Flight Det.	OPSF	ODTA, Admin clerk	DM6244	Main	DM6244OPS	OPS	DM6244OPSFLT	OPSF
DM6244OPSSPT OPS Support Det.	OPSS	ODTA, AO Admin clerk	DM6244	Main	DM6244OPS	OPS	DM6244OPSSPT	OPSS
DM6244BASE Base Hq. Det.	BASE1	ODTA, **AO1** Admin clerk	DM6244	Main	DM6244BASE	BASE1		
DM6244BASE Base Hq. Det.	BASE2	ODTA, **AO2** Admin clerk	DM6244	Main	DM6244BASE	BASE2		

Note: *AF and Army use Service/Agency Group – Marines do not.*

i. Mapping of Organizations

This group structure, or mapping of organizations to groups, access, and membership needs to be maintained in order to facilitate any changes, but more importantly to aid in the in / out processing process. T he group structure is a road map for setup and on-going maintenance of the groups for a site. The graphic above shows a sample group structure. Appendix S has additional examples.

ii. Addition of Groups

Additional groups may be created at various levels in the org structure to facilitate appropriate access to documents for specific users, such as local help desk personnel, unit

clerks at various levels, transportation officials, and authorizing and other routing list officials. Each group created at lower levels is a standalone entity; it is not hierarchical with other groups in structure. Each traveler is added to each group by individual manual actions.

These other groups are formed to allow authorized individuals access to specific travelers and to create travel requests for individuals. These groups are formed to create a subset from a larger group or a main group associated with an organization. Hence, the authorized individuals with org access have the ability to "look down" the organization hierarchy and add / delete travelers as members of a group. The authorized individuals with a lower level org access cannot "look up" the organizational hierarchy at a group created and associated with a higher-level organization.

h.   Types of Groups

Typical group structures include several groups, such as:

i. Service/Agency Group

Maybe part of the DoD organization process. Currently, normal processes are requested to have the travelers added to a SLA group.

ii. "Main" Group

The "main" organization (base, site) DTA must ensure that each person assigned to any organization in the main org's naming sequence is a member of at least one group to ensure proper functioning of the system. This is typically thought of as the "main" group for the "main" organization and can provide the local help desk with complete access to all documents. Such a "main" group also provides a handy location for in processing to list all new arrivals pending assignment to a specific unit, DTS sub-org, and then adding to the appropriate group(s) in the structure. It will allow the DTA to move a traveler from one sub-organization to another. Typically, all travelers assigned to all sub-orgs are made a member of the "main" group.

iii. Help Desk Group

A group may also be established to enable the organization DTA or local help desk to access, view, and edit all of the travelers' information. The "main" group typically serves this purpose.

iv. Sub-Organization Group

Probably the most common in DTS. Typically created and maintained to the level that has a clerk or other administrative support available. However, there is no requirement for a group to be created for each sub-organization.

v. Multiple Groups in a Single Sub-Org

Some organizations want to have the personnel assigned to a single organization sub-divided into two or more groups. This is typically done to accommodate a division of workload among dedicated travel clerks, in an organization that uses common lines of accounting, budgets and possibly one (or more) routing list.

Note: The Jefferson Release only supports this approach using manual maintenance for the second and subsequent groups in a single organization.

vi. Routing List Group

Typically created and maintained in a sub-organization with two or more distinct sets of personnel using different routing lists with different approval chains. Used to provide separation of sets of travel records. However, there is no requirement for a group to be created for each routing list or AO.

vii. AO Group

See routing list group. There is no requirement for a group to be created for each AO or routing list.

viii. Sub-group

Note: There is no such structure as a "sub-group" in DTS. Groups created in DTS are not hierarchical.

i.   Setup

After the organization hierarchy (or org structure) and routing lists are planned, the group structure is the third most important part of setup planning. This allows the DTA to use the org structure and issues resolved in routing list planning as inputs to the group structure design. First, the DTA should model the current process of access to documents and establish the intended access approach for DTS. With the typical paper process, each official that acts on the document sees the hard copy; this is accommodated in DTS with routing list access. Once the document is acted on, it is no longer available for viewing in the officials queue (either Doc Prep or Route and Review.) In the current process, various clerks retain copies for future reference and voucher processing; this ability to access the historical record is accommodated by granting group access. The site should model the process and determine who should have anytime access to documents from each organization. See Appendix S, "Site Admin Setup Planning Process and Templates" for more information on the mechanics of deciding and documenting the group structure for the organization.

Given the process definition, the groups to be created in each org are identified with the users (roles) to be granted group access are identified. Some organizations may have no groups associated, while others may have one or more to successfully model document access processes. Then, for the travelers assigned to each organization, the group or groups for membership are identified. See Appendix S, "Site Admin Setup Planning Process and Templates" for more information on the mechanics of deciding and documenting and establishing the appropriate group structure with appropriate group access to support the proper functioning of DTS.

j.   Maintenance

It is a truism that "more groups equal more maintenance." Currently, the update process is manual. Assigning a traveler to an organization requires a DTA with org access to "see" the groups to manually add the traveler's name and SSN to each group membership list. This in-processing activity needs to be coordinated and in-place at startup to ensure that both the org and group structures for travelers remains current. The group structure mapping should be used to guide this process. When adding new travelers, a process must be specified to add members to higher level groups.

i. Transfer Between Sub-Orgs

A transfer between sub-orgs within a main organization requires a change of org assignment and appropriate group membership changes. If the sub-orgs are sharing certain higher-level groups, no action is required for those groups (i.e. SIA Group or Main Group). Remember, that the DTA should initiate the change of the organization of assignment in the traveler's profile, not in the User Table. If some are not shared, the traveler's name and SSN needs to be removed from those groups no longer appropriate, and added to the new organization's appropriate groups.

ii. Out-Processing

Out-processing is slightly different. When the DTA unassigns the traveler, the person is removed from an organization (assigned organization in traveler's profile changed to "None" and the traveler has no routing list). The DTA must manually remove the traveler from all associated groups.

Note: Removing a traveler from a group has no effect on travel documents. Only the highest level DTAs can delete a traveler from the database.

iii. Example

Let's take our traveler in the 1st Battalion, XXX Infantry whom is performing tasks and work in the Personnel Section (S1) of this organization. The Personnel section has a number of travelers who perform travel for the S1 and have a single AO. This traveler is made a member of a Group for the Personnel Section of the Battalion and it is called S1. The purpose of the Group S1 is to allow the S1 NCOIC access to the documents to answer questions and resolve problems. When the traveler requests travel, the orders will be processed in DTS through the appropriate review and approval authorities listed in the routing list that supports the organization. The AO receives the document in the queue, however, when stamped the document is no longer available for viewing. The AO must go to the NCOIC to have a look at the document, as the AO does not have group access. The NCOIC is not in the routing list to separate the functions.
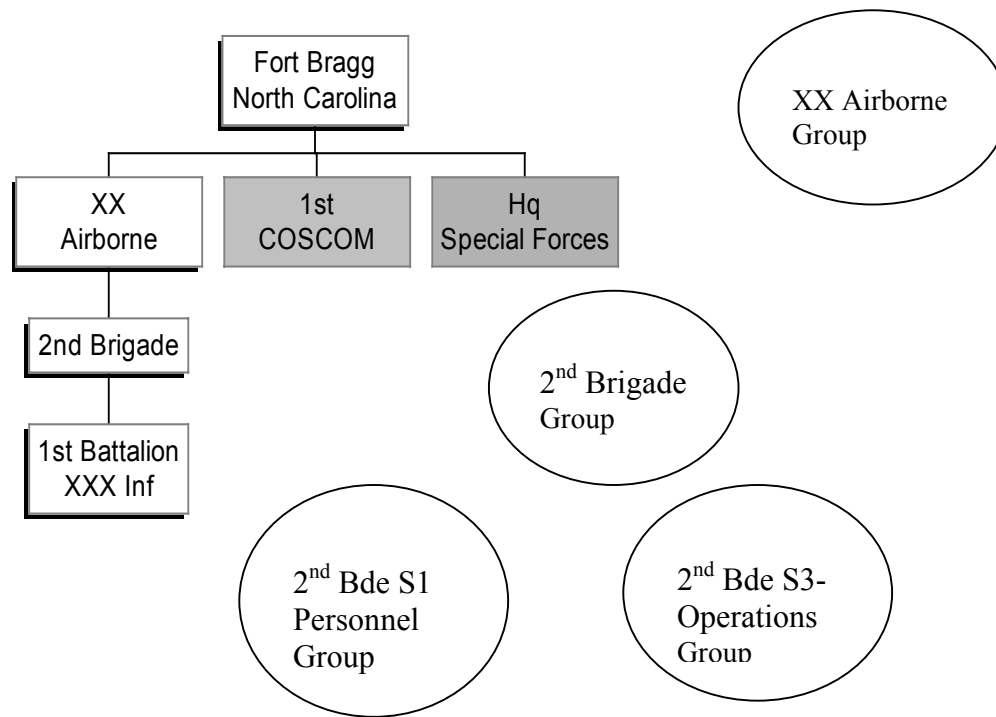
Figure 3: Example of a Relationship with an Organization a Traveler is Assigned

In this example we show a relationship that is easily identified with the organization that the traveler is assigned. Remember however, there is no line and staff authority relationship for a group. Groups are a list of people who are performing work related to a common project or function.

6. Inter-Relationships

The relationships between the three main setup features: organizations, routing lists, and groups can be described in two forms, direct and casual. A direct relationship is one that has a cause and effect condition within the functioning of DTS. A casual relationship is a situational relation that must be manually maintained.

a.   Relationships to Organizations

When describing the relationship between an organization and a routing list, it can be said that the two have a direct relationship. When describing the relationship between an organization and a group, it can be said that there is both direct relationship for creation and ability to add members only. There is a casual relationship in regards to the travelers assigned to the organization and the travelers listed as members of a group.

i. Routing Lists

An organization has a one-to-one, one-to-many relationship for routing list(s) created for use by the travelers assigned. The DTA creates a routing list to manage and support the traveler in requesting travel authorizations and receiving reimbursement for travel. This provides the AO the authority for a document to be processed and approved. No matter where the traveler is working or located, as long as the traveler is assigned to the organization, the routing lists for processing travel in that organization will be the ones used. If a traveler is assigned to a different organization, the routing lists available for new document changes to those routing lists created in the new organization.

ii. Groups

An organization to group relationship is more complex than the relatively straightforward routing list relationship.

- When a group is created, the DTA only has to name the group. At that time, the organization the DTA is accessing is permanently associated in the database with the group name. This direct relationship establishes the org access necessary to maintain a group.

- To maintain a group, that is to add / delete members or grant group access, the DTA must have org access to the organization associated with the group at its creation. This means a DTA can accomplish the maintenance functions (add / delete travelers) for all groups associated with their org access and groups associated to all subordinate organizations, based on org naming sequence. This is called "looking down" the org hierarchy to accomplish group maintenance. This second direct relationship also keeps a subordinate DTA (one with lower level org access) from "looking up" the org hierarchy to add / delete a traveler to a higher-level group, such as the main group. Without access to the main org, a lower level DTA can not add / delete travelers from the main group.

- The third relationship relates to assignment and membership, and is casual. Assigning a traveler to an organization has no automatic affect on the membership in a group or groups. Group membership is not electronically tied to the organization of assignment, but rather the DTA has to manually maintain any synchronization between the org of assignment and group membership. Group membership lists are maintained by the DTA by drawing people from an organization based on the DTA's org access. The group structure map can help the DTA manually maintain this casual relationship. The group, therefore, does not have a direct connection to an organization per se, but the individuals that make up the group may have a manual connection to their assigned organization.

b. Relationship of Routing Lists, AOs, and Groups

Similarly, the relationship of a routing list to a group is also casual. There is no necessity in DTS for a routing list and AO to have a specially designated group. The organization DTA, having created a routing list for an AO, can also manually maintain a related group, if desired, to give AO unrestricted access to listed travelers' documents. However, this is not required for any functional purpose in the software.